

February 24, 2005

WEST VIRGINIA BULLETIN NO: WV360-5-19

SUBJECT: PER – Customer Service Toolkit Training

Purpose: To provide the revised schedule for training

Expiration Date: This bulletin expires December 30, 2005

Customer Service Toolkit training for the updated Toolkit 2004 is going to be provided February through May, 2005. The training priority is for those Field Offices with Conservation Security Program Watersheds in FY 2005. These Field Offices will receive upgraded computers, software and databases first. District Conservationists, Soil Conservationists, Soil Conservation Technicians, Area Resource Conservationists, Area Grassland Specialists, and Program Assistants need to attend this training. WVCA Grassland Technicians are invited to attend the nearest training session. Please refer to the **attached newly revised training schedule** for location, date and time that your office will be receiving the training. The Field Office typed in bold print is the training location. The training time allows you to travel on government time, so no overnight travel is required.

Training will start promptly at 9:00am and continue until 3:00pm. Please plan your schedule accordingly.

If you have any questions on the training contact Rick Heaslip, State Resource Conservationist (304) 284-7579 or Herb Andrick, Resource Conservationist (304) 284-7560. For information on the agenda, contact Dan Lynch (304) 257-4702 (ext. 112) or Mike Marks (304) 697-6033 (ext. 101).

/s/ Stephen G. Carpenter, Acting for

LILLIAN V. WOODS
State Conservationist

Attachment

DIST: O
Truman Wolfe, Executive Director, WVCA, Guthrie, WV
Charlotte Wertz, State Administrative Officer, USDA-NRCS, Morgantown, WV

CST – WV Training Schedule
9:00 – 3:30
Instructors: Mike Marks and Dan Lynch

February 22-24, 2005

Petersburg
Huntington

March 8-10, 2005

Ripley
Cross Lanes
Hamlin
Point Pleasant

March 15-17, 2005

Parkersburg
Wheeling
Sistersville
Parkersburg Area Office

March 23-25, 2005

Gassaway
Summersville
Spencer

March 29-31, 2005

Weston
Mount Clare
Glenville

April 5-7, 2005

Buckeye
Lewisburg
Elkins

April 12-14, 2005

Beckley
Princeton
Union
Beckley Area Office

April 19-21, 2005

Moorefield
Keyser
Franklin

April 26-28, 2005

Martinsburg
Romney
Ranson

May 2-4, 2005

Morgantown
Kingwood
White Hall
Philippi
Philippi Area Office